

Central Montana Wildland Engine Academy  
Draft IMT planning meeting notes  
Tuesday – March 15, 2005

The following action items were completed at the IMT planning meeting held at 7:00 p.m. at the Wedsworth Hall in Cascade, Montana.

**Confirmed Academy Planning Dates:**

- Media registration for the Academy due March 28, 2005 to Dan Bushnell
- Registration for the Academy due April 15, 2005
- Next IMT planning meeting in Cascade on Tuesday – April 19, 2005
- Sand Table exercise with TFLD coaches and trainee's April 20, 2005
- Informational package for academy confirmation sent by May 1, 2005

**Command:**

- Incident Objective's were completed and forwarded to planning for the IAP
- Safety Officer will get safety message to planning on the IAP by April 19, 2005
- Those that have no access to the internet or computers regarding the Academy web site, hard copies of the planning meeting notes will be sent to the individual
- The Incident Business Advisor will follow-up on the Land Use Agreement for the academy, usage of the two private ambulances that are being donated to the academy for the medical unit, potable water vendor, gray water vendor and port a potties, along with an audit of the academy budget.
- The IMT organization will be updated for the IAP

**Operations:**

- The turn out for the March 5, 2005 on site visit of the academy location was not well attended and the objectives for the visit were not completed.
- Input was made on the GIS maps by operations and will be updated by planning.
- The burn plan will be completed and forwarded onto planning for the IAP by March 18, 2005.
- The line officer invitation letter has been sent and details of the training are being finalized.
- The individual evolution performance task book for the academy and the training evolutions was reviewed and approved by operations. The final drafts will be edited and forwarded onto planning.
- At the April 19, 2005 IMT planning meeting, operations will need to develop the assignment of the Task Force Leaders coaches and trainee's, along with the configuration of the (6) six task forces for the IAP.

**Planning:**

- The draft confirmation letter that will be sent out to those that will be attending the training was reviewed by planning, with input by the IMT. A final draft will be completed by the April 19, 2005 planning meeting.
- The final draft IAP will be completed by April 19, 2005.
- The state kitchen will be set up on Thursday - May 12, 2005

- A review was made of the IRSS check in sheet for the academy.
- The IMT cadre needs to be at the academy between 1200 & 1300 hours on May 13, 2005
- The vehicle weed washing station at the Cascade Fire Hall will be placed in service by 1100 hours on March 13, 2005
- Check in for the engines and tenders will be between 1400 & 2000 hours on May 13, 2005
- The Line officer training will be held from 1730 - 2030 hours on May 13, 2005.
- The spaghetti dinner on Friday night will be from 1800 – 1930 hours .Any one arriving after 1930 hours will not be served a spaghetti dinner.
- The registration for the academy is starting to get resource signed and the process establish this year appear to be working between planning and finance/administration.

### **Logistics:**

- The academy has received donations from local vendors regarding food items. It is important that thank-you letters be sent by the Public Information Officer and acknowledgment at the academy.
- Arrangements will be made with Wheat Montana in Helena for cold storage regarding some of the meat products on Thursday, May 12, 2005. Arlene Pearson will make arrangements to get those to the academy on May 13, 2005.
- The sign package assessment needs for the academy has been forwarded onto the Lewis & Clark National Forest for the academy. The travel route from Cascade to the academy location will be improved with better signs and only one designated route.
- The medical plan was prepared and approved.
- Logistics' is getting a list of additional items (PPE, etc) that is needed for the academy. This will be finalized at the April 19, 2005 IMT planning meeting.
- The communication plan was prepared and approved. The field programming of the radios can only be done with King/Bendix radios. This will be explained in the confirmation letter through planning.
- GSUL and FACL unit leader documents will get printed by planning.
- The FUDL has been working with local vendors and the planning of the meals. It is very important to maintain a good accountability on the number of individuals that will be attending the academy. The IMT decided that only individuals attending the academy as part of the IMT or students will be involved. This is a training academy and the IMT will be asking individuals to not bring family members, and pets to the academy.

### **Finance/Administration:**

- The TFLD trainee's will only be required to pay the \$10.00 meal fee. All IMT cadre members are responsible in purchasing their own T- Shirts and Hats.
- Margaret Radcliffe is maintaining a payment matrix for the IMT. All IMT cadre members need to have their \$10.00 payment fee paid by April 19, 2005.
- Katy James will be maintaining the registration fee for the engines and tenders.
- All T- Shirt and Hat orders will be handled through Margaret Radcliffe, which is due from the IMT cadre with payment by April 15, 2005. The order for the hats and T-Shirts will be placed with the vendor on April 16, 2005.
- The ISUITE training that was held on March 8, 2005 with DNRC was completed and improvements have been made to help with the tracking and management of the

resources assigned to the academy. These improvements have been implemented with Finance/Administration and planning.

- Computers needed for the academy have been identified.
- Certificates for the academy will be printed in advanced for the academy, and any changes that need to be made by May 15, 2005 will be corrected at the academy.
- The academy budget is being updated for the April 19, 2005 planning meeting. The academy finances are in good shape with approximately \$6700.00 in the checking account as of 3/15/05. The IMT approved the authorization of allowing Arlene Pearson and Karmen Moore to purchase the necessary food items for the academy on their personal credit cards. Katy James will then reimburse Arlene and Karmen upon receiving written receipts for food purchases from the academy checking account.

**General Comments:**

The IMT cadre wants to thank everyone for all their hard work, dedication and time in the overall planning process these past months for the upcoming academy. Every effort is being made to incorporate the After Action Items (AAR) from the 2004 Academy and training needs by various academy IMT cadre members. The commitment by the county, state and federal agencies; volunteer fire departments, and private contractors, along with the many in kind donations is very much appreciated by the IMT. The emphasis of training in context and making sure the students that will be attending will succeed and not fail is very important. It is a team effort in making the academy a success for 2005.

The next planning meeting will be Tuesday – April 19, 2005 at 7:00 p.m. with the Sandtable exercise scheduled for Wednesday – April 20, 2005 at the DNRC CLO Office.

Respectfully submitted on behalf of the Academy IMT

/s/ Richard E. Grady  
Richard E. Grady  
Helena Unit Fire Supervisor  
DNRC  
Wednesday – March 16, 2005